



# Congresswoman Tammy Baldwin

*Representing Wisconsin's Second Congressional District*

## **Grants Infopack** *Identifying Federal Grant Opportunities*

### **Contents of this InfoPack**

- Introduction to Federal Grants
- Catalog of Federal Domestic Assistance
- Related Federal Sources
- Types of Federal Assistance
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### **Internet Resources**

- Catalog of Federal Domestic Assistance: <http://www.cfda.gov>
- Federal Commons: <http://www.cfda.gov/federalcommons>
- Who's Who in Federal Grants Management: <http://www.hhs.gov>
- The Federal Register: [http://www.access.gpo.gov/su\\_docs/](http://www.access.gpo.gov/su_docs/)
- Congresswoman Tammy Baldwin: <http://www.house.gov/Baldwin>

### **Additional Resources**

Additional Related InfoPacks from Congresswoman Tammy Baldwin:

- *InfoPack: Identifying Private Funding Sources*
- *InfoPack: Applying for Federal Grants*
- *Business InfoPack: Federal Assistance to Small Businesses*
- *Business InfoPack: Minority Business Contracting with the U.S. Government*
- *Business InfoPack: Applying for Small Disadvantaged Business (SDB) Certification*

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## Introduction to Federal Grants

Constituents seeking funding for projects need first to gather information about what grants assistance is available. Many state and local governments, nonprofit social service groups and community action organizations, small businesses, and individuals approach congressional offices for help in identifying grants. Though many hope for federal funding, such assistance is unfortunately very limited. Gathering federal program information and contacting federal agencies early in the process, before submitting formal applications, is recommended. Grant seekers should also investigate private or corporate foundation funding: community foundations, for example, are often especially interested in providing money for local projects.

The *Catalog of Federal Domestic Assistance* (CFDA) is the primary source of information on federal grants and non-financial assistance programs, although actual funding depends upon annual budget appropriations. For example, some programs may exist in the *Catalog*, but receive no funding in a certain budget year. The *Catalog* in print and on the World Wide Web (<http://www.cfda.gov>) can be searched using various indexes, including keyword searching, and browsable listings by department, agency, program, subject, and recipient. The Internet version also links to Office of Management and Budget (OMB) circulars affecting programs.

The printed *Catalog* is widely available in libraries in all states. Grant seekers can ask for a copy at a local library; or obtain a list of government depository libraries throughout the country via the Internet at <http://www.gpo.gov/libraries>.

Both the printed and Web versions of the *Catalog* include "Appendix IV: Agency Regional and Local Offices." These offices often handle federal grant applications and disbursement of funds. Since legislation in every Congress may significantly change programs and their annual budgets, constituents should contact these offices early in the process before applying for federal funds.

An alternate source for identifying grants is via the CFDA's newest online search resource, Federal Commons. This is a government-wide grants website organized by topic, and is located on the Internet at <http://www.cfda.gov/federalcommons>.

**Grant seekers may find the most success in identifying federal grants by using a combination of grant searching techniques, including a keyword search of the CFDA, an agency or sub-agency search of the CFDA, and a topical search of CFDA's Federal Commons.**

State government departments and agencies also fund projects and administer federal block grants, but information on state programs is not as easily

accessible as federal resources on the Web. The printed and Web *Catalogs* include a "State Single Points of Contact" for grant seekers wanting general guidance on government grants activity in a particular state. Also, various Internet sites access state government Web pages, and constituents may wish to search agency by agency to contact appropriate offices for information. One example is: <http://www.nasire.org/stateSearch/>. Other sites may be found via search engines under keywords or phrases such as: "state governments" AND grants.

Because federal funding is very limited, sources of private funding should also be considered. For example, the Foundation Center publications and its Internet Web site identify state and community foundations that may be particularly interested in funding local projects. See Congresswoman Tammy Baldwin's InfoPack entitled, "*Identifying Non-Federal Grants*". Single copies are available free of charge from Congresswoman Baldwin's Wisconsin District Office.

For those seeking printed sources, the *Catalog of Federal Domestic Assistance*, and other grants publications are available in local libraries, or at the United Way of Dane County. Terms to identify relevant books include "grants," "grants-in-aid," "foundation grants," "research grants," "block grants," and "proposal writing for grants."

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## Catalog of Federal Domestic Assistance

***Catalog of Federal Domestic Assistance***. Washington, Government Printing Office. Annual with midyear supplement. Available on-line from two federal agencies.

General Services Administration site <http://www.cfda.gov/>

Health and Human Services site <http://aspe.hhs.gov/cfda/index.htm>

The *Catalog* describes some 1,400 federal domestic assistance programs, financial and nonfinancial assistance programs administered by the departments and agencies of the federal government. It is the primary source of information about federal grants programs, although actual funding depends upon annual budget appropriations. For each program, the *Catalog* defines objectives of the program, eligibility requirements, the application and award process, post assistance requirements, past fiscal year obligations and future estimates, program accomplishments and examples of funded projects, related programs, and information contacts, including regional or local offices of federal agencies if applicable. All of the program descriptions, indexes, and appendixes of the printed *Catalog* are searchable electronically for free on the World Wide Web.

**Catalog Indexes**

- Search by keyword <http://www.cfda.gov/query/query.htm>
- Broad subject or topic index <http://aspe.os.dhhs.gov/cfda/ifun.htm>
- Target or beneficiary group index <http://aspe.os.dhhs.gov/cfda/iben.htm>

**Browse Programs**

- Listed alphabetically <http://aspe.os.dhhs.gov/cfda/ialph.htm>
- By federal department <http://aspe.os.dhhs.gov/cfda/idept.htm>
- By independent, and other agencies  
<http://aspe.os.dhhs.gov/cfda/ideptaa.htm>

**Developing and Writing Grant Proposals** <http://aspe.hhs.gov/cfda/ia6.htm>

This site (*Catalog* Appendix VI) provides guidance in formulating federal grant applications, including initial proposal development, basic components of a proposal, review recommendations, and referral to federal guidelines and literature.

**State Single Points of Contact** <http://www.cfda.gov/public/cat-spocs.asp>

Some states require that federal grant applicants submit a copy of their application for state government level review and comment. The offices in this *Catalog* Appendix I coordinate government (both federal and state) grants development and provide guidance to grant seekers.

**Federal Agency Regional and Local Offices**

<http://aspe.os.dhhs.gov/cfda/ia4.htm>

Much of the federal grant budget moves to the states through formula and block grants--state, regional, and local federal offices (*Catalog* Appendix IV) often handle grants applications and funds disbursement. Each federal agency has its own procedures--applicants should call the department or agency in question before applying for funding to obtain the most up-to-date information.

**Catalog in Print, CD-ROM, and Diskette**

The printed *Catalog* is available to the public in local depository libraries in every state. <http://www.gpo.gov/libraries>

It is for sale in print, CD-ROM, and diskette from the Government Printing Office:  
<http://www.cfda.gov/public/cat-order.htm>

## Related Federal Sources

**Federal Grants: *Federal Commons*** [www.firstgov.gov/federalcommons](http://www.firstgov.gov/federalcommons)

Part of a federal Web site with one-stop access to all online U.S. government resources. This section groups grants programs by broad subject categories.

**Federal Government Web Sites** <http://www.firstgov.gov>

To better develop a grant proposal, search a department or agency's Web site to learn more about its programs and objectives. Some government departments or agencies have Web pages specifically designed for nonprofit organizations or for seekers of state and local government grants(see below).

**U.S. State and Local Gateway** <http://www.statelocal.gov/>

A Web site developed in collaboration with the National Partnership for Reinventing Government to give state and local governments easy access to federal government information.

**NonProfit Gateway** <http://www.nonprofit.gov/index.html>

A network of links to federal government information and services devised to assist nonprofit organizations. Examples:

- USDA Nonprofit Gateway <http://www.usda.gov/nonprofi.htm>
- Small Business Administration <http://www.sba.gov/nonprofit/>
- Education: Funding Opportunities <http://www.ed.gov/funding.html>
- Environmental Protection Agency  
<http://www.epa.gov/epahome/nonprof.htm>
- Health & Human Services GrantsNet  
<http://www.hhs.gov/progorg/grantsnet/>
- Housing & Urban Development: Funding <http://www.hud.gov/fundopp.html>
- Interior Dept. Nonprofit Gateway <http://www.doi.gov/non-profit/index.html>
- Justice Dept. Grants <http://www.usdoj.gov/08community/index.html>
- Labor Dept. Information <http://www.dol.gov/dol/public/nonprofit/main.htm>
- National Institute of Health Grants <http://grants.nih.gov/grants/>

- Transportation Grants <http://www.dot.gov/ost/govtaffairs/nonprofit.html>

**Federal Register** [http://www.access.gpo.gov/su\\_docs](http://www.access.gpo.gov/su_docs)

Search for updates and notices affecting federal assistance programs. Scroll down to check current year; scroll down farther to enter *Catalog* program number, or subject/keyword "AND CFDA" in Search Terms box.

**Today's Federal Register** <http://www.tgci.com/resources/federal/ffed.html>

Under "Today's Federal Register," this Web site gives the current day's grants announcements, department and agency announcements of grant application review meetings, grant awards, deadlines, requests for comments on agency procedures, new rule reminders, and special events. The *Federal Register* Archives section includes grant announcements going back one year: search by keyword/subject "AND 2000" for notices updating the latest *Catalog of Federal Domestic Assistance*.

**Notices of Funding Availability** <http://ocd.usda.gov/nofa.htm>

Notices of Funding Availability (NOFAs) are announcements that appear in the *Federal Register* inviting applications for federal grant programs. This page allows one to generate a customized listing of NOFAs by date, by broad subject terms, or by department or agency.

**Grants Management Web Site**

<http://www.whitehouse.gov/omb/grants/index.html>

The Office of Management and Budget (OMB) establishes government-wide grants management policies and guidelines through circulars and common rules. OMB Circulars are cited in *Catalog* program descriptions. On the Internet version of the *Catalog*, sections sometimes hotlink directly to OMB Circulars, others just give *OMB Circular* numbers, which may then be printed from this Web site.

**U.S. Government Manual.** Washington, GPO. Annual. Tells which programs are administered by which agencies or departments, and gives names, addresses, and phone numbers of persons to contact for guidance. Produced by the Federal Register at the National Archives and Records Administration. Available in public libraries, or online from GPO Access at <http://www.access.gpo.gov>

**Federal Block Grants Administered by the States** Often, federal funds are granted to the States for further distribution to in-state entities. State government departments and agencies fund projects and manage federal block grants. For information on federal block grants in Wisconsin, search the Wisconsin State Government gateway, at <http://www.wisconsin.gov>

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\*Source: Congressional Research Service: "Grants Information on the World Wide Web." (Washington: Library of Congress, Apr. 16, 2001).

## Types of Federal Assistance

Currently, programs in the *Catalog of Federal Domestic Assistance* ([www.cfda.gov](http://www.cfda.gov)) are classified into several types of financial and non-financial assistance.

**Grants.** Grants are generally considered especially desirable since they are an outright award of funds.

- **Formula Grants**, allocations of money to states or their subdivisions for activities of a continuing nature not confined to a specific project
- **Project Grants**, funding, for fixed or known periods, of specific projects or the delivery of specific services or products, including fellowships, scholarships, research grants, training grants, traineeships, experimental and demonstration grants, evaluation grants, planning grants, technical assistance grants, survey grants, construction grants, and unsolicited contractual agreements
- **Direct Payments for Specified Use**, federal financial assistance provided directly to individuals, private firms, and other private institutions to encourage or subsidize a particular activity
- **Direct Payments with Unrestricted Use**, federal financial assistance provided directly to beneficiaries who satisfy federal eligibility requirements with no restrictions as to how the money is spent

**Loans.** Since loans must be repaid, they are often viewed by applicants as less desirable than grants. However, with the reduction of federal funds available for grants and the increasing level of competition for such funds, loans are often the only form of assistance available.

- **Direct Loans**, the lending of federal funds for a specific period of times, with a reasonable expectation of repayment; may or may not require the payment of interest
- **Guaranteed/Insured Loans**, programs in which the federal government makes an arrangement to indemnify a lender against part or all of any defaults by those responsible for repayment of loans

**Insurance.** Some federal programs provide financial assistance to assure reimbursement for losses sustained under specified conditions. Coverage may be provided directly by the federal government or through private carriers and may or may not require the payment of premiums.

**Goods and Properties.**

- **Sale, Exchange, or Donation of Property and Goods**, programs which provide for the sale, exchange, or donation of federal real property, personal property, commodities, and other goods including land, buildings, equipment, food, and drugs
- **Use of Property, Facilities, and Equipment**, programs which provide for the loan of, use of, or access to federal facilities or property wherein the federally-owned facilities or property do not remain in the possession of the recipient of the assistance

**Services, Information, Training, and Employment.**

- **Provision of Specialized Services**, programs which provide federal personnel to directly perform certain tasks for the benefit of communities or individuals
- **Advisory Services and Counseling**, programs which provide federal specialists to consult, advise, or counsel communities or individuals, to include conferences, workshops, or personal contacts
- **Dissemination of Technical Information**, programs which provide for the publication and distribution of information or data of a specialized technical nature frequently through clearinghouses or libraries
- **Training**, programs which provide instructional activities conducted directly by a federal agency for individuals not employed by the federal government
- **Investigation of Complaints**, federal administrative agency activities that are initiated in response to requests, either formal or informal, to examine or investigate claims of violations of federal statutes, policy, or procedure
- **Federal Employment**, programs which reflect the government-wide responsibilities of the Office of Personnel Management in the recruitment and hiring of federal civilian agency personnel

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\*Source: Congressional Research Service: "*Grants Work in a Congressional Office.*" (Washington: Library of Congress, Jan. 25, 2001).



## CONGRESSIONAL LETTERS OF SUPPORT FOR GRANT APPLICATIONS

Should your agency or organization decide to apply for a federal grant, you may wish to consider requesting Congressional support for your application in the form of a "Congressional Letter of Support." While there is no guarantee of funding, demonstrated Congressional support can sometimes help gain approval, particularly if the process has become especially competitive.

Please note that Congressional Letters of Support for federal grants are sent by a Member of Congress *directly to the Secretary or other chief administrator of the granting federal agency or sub-agency* (i.e. Secretary of Education; Farm Service Agency Administrator). Congressional correspondence with federal agencies is sent directly to the chief administrator, and is not included in the actual grant application submission.

To make your request, please follow the guidelines below.

- Please submit your signed request for a Congressional Letter of Support in writing, on official agency or organizational letterhead, with an original signature, to: Congresswoman Tammy Baldwin, ATTN: Anthony Hardie, 10 E. Doty St., Madison, WI 53703
- Be sure to include: (1) a *brief* abstract or summary of your proposal for federal funding, including who would benefit from this grant and how they would benefit; (2) the exact name and CFDA number (if available) of the federal grant for which you are applying; (3) the amount of federal funding you are requesting in the grant application; (4) the total budget for your project; and (5) the application deadline. Generally, this can all be accomplished in 1-2 pages.
- Written requests for a Congressional Letter of Support must be received no later than the *4:00 p.m. Central Time, one (1) business day prior to the grant deadline*.

You will be promptly notified by mail of approval or denial of your request for a Congressional Letter of Support for your federal grant application. Approved requests will receive a courtesy copy of the Congressional Letter of Support for your records. It is not necessary to submit a copy of your entire grant application to Congresswoman Baldwin, only to the federal agency awarding the grant.